

City Of Chicago
Department Of Human Resources
Diversity and Equal Employment Opportunity Division: Disability Office

Reasonable Accommodations

The City of Chicago provides reasonable accommodations to qualified individuals with disabilities, both in the hiring process and on the job. Any City of Chicago employee, applicant, or volunteer who has a disability and would like to request a reasonable accommodation that will enable them to perform the essential functions of their job and/or participate in the hiring process may do so by contacting their departmental Disability Liaison or the Disability Office, using the contact information below.

Required Information

In order to make a request, you must provide us with information indicating the nature of your disability, the effect that it has on you while you are at work, the type of accommodation you are requesting, and how that accommodation will enable you to perform the essential functions of your job. If your disability and need for accommodation are not apparent, you will also need to provide documentation from your healthcare provider.

You are encouraged to use the Employee/Volunteer Request for Accommodation Form and Medical Questionnaire Form, but do not need to do so. However, your written documentation must provide substantially the same information as is requested on those forms. Those forms can be obtained from your departmental Disability Liaison, the Disability Office, or online at https://www.chicago.gov/city/en/depts/dhr/supp_info/human_resource_policies.html. If you or your healthcare provider have questions, you may contact the Disability Office.

You may return the completed forms to your departmental Disability Liaison or to the Disability Office directly.

Confidentiality

Information about your work restrictions and any accommodations requested or granted may be shared with your supervisor or other people who have a role in evaluating or implementing your request. However, information about your disability and/or accommodation request will not be shared with anyone who does not have a direct role in that process.

Contacting the Disability Office

City of Chicago Department of Human Resources
Diversity and Equal Employment Opportunity Division: Disability Office
121 North LaSalle Street, Room 1100
Chicago, Illinois 60602
Phone: (312) 744-4969
TTY: (312) 744-5035
Fax: (312) 744-9710
Email: disabilityaccommodations@cityofchicago.org